

ATTACHMENT L-1

Key Personnel Resume Format

Name:

Country of Citizenship

Proposed Position with Contractor including Company Affiliation

Key Duties and Responsibilities in Proposed Position:

Current Position and Employer:

Length of Employment:

Supervisor:

Address and Telephone Number:

(Identify employers, position titles, dates of employment, specific duties and responsibilities. Provide written resumes that describe relevant experience. The resumes shall describe how work experience relates to the OccMed Project issues and capability to function effectively in his/her proposed team position.)

Relevant Experience: (Current and at least two (2) previous employers or positions)

Leadership: (Identify specific examples of demonstrated leadership as opposed to just leadership positions held.)

Suitability and capability to perform Section C:

Education:

(Identify institution, degree earned, dates or state “no degree” if applicable)

Professional Development and Achievements:

(Identify professional memberships, special training, professional registrations, etc.)

Citizenship:

(Identify any dual citizenship, if applicable)

Security Clearance:

(Type/Level/Expiration Date):

References [provide three (3)]:

(Name, title, company/organization, address, phone numbers)

Letter of Commitment

I, _____ (proposed person's name) the proposed Key Personnel for
_____ (Offeror's name) hereby certify that the resume submitted as part of the
proposal in response to Request for Proposals DE-SOL-0002437 is true and correct, and that I will
be able to accept and will accept the proposed position of _____ (insert
name of proposed position) if _____ (insert Offeror's name) receives the
award. To the best of my abilities, I will perform in this proposed position for a minimum of **2**
years.

NAME

SIGNATURE

DATE